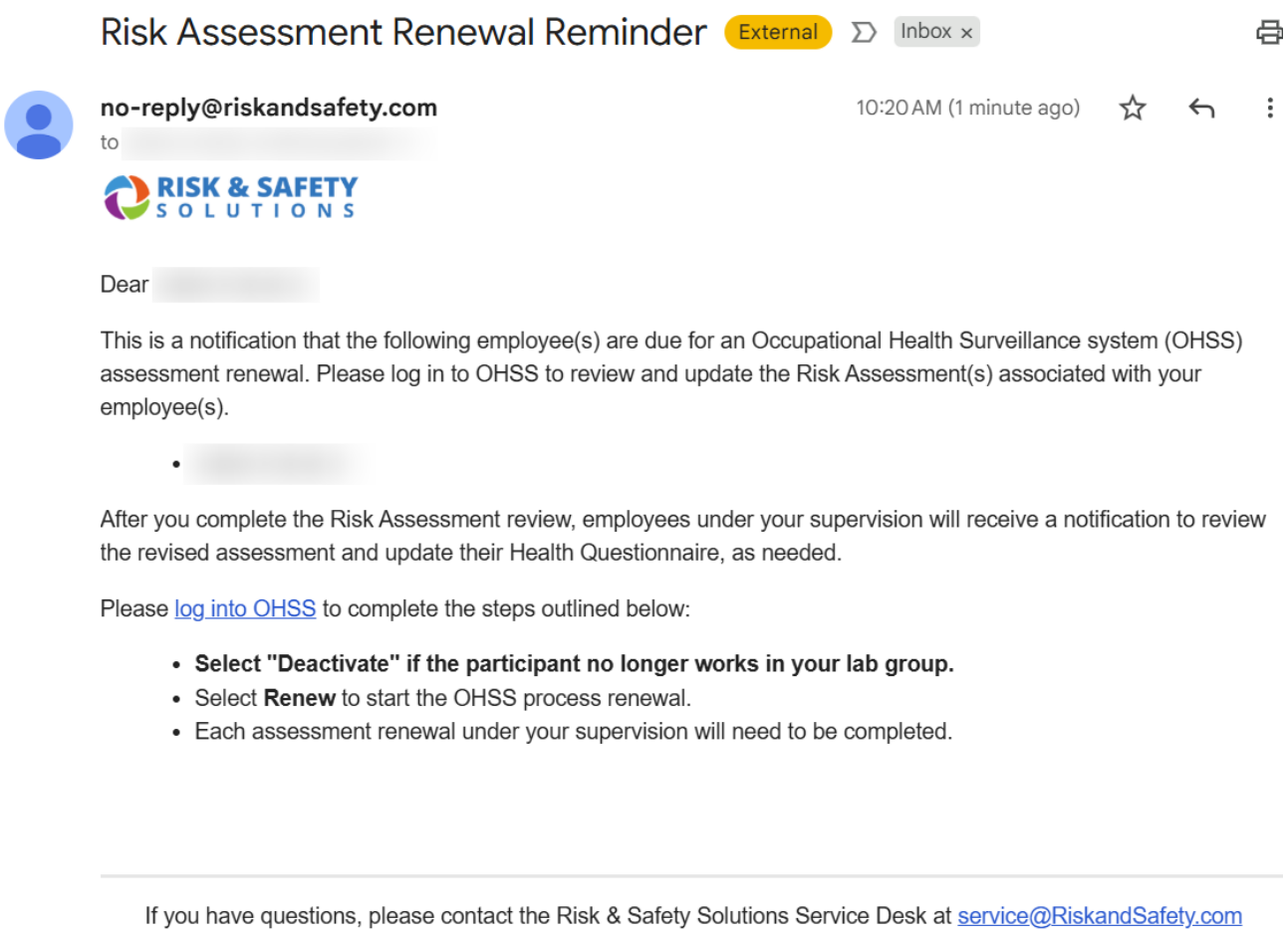
PI Renew/Deactivate a Risk Assessment During Renewal Period

The PI/Supervisor will receive a Risk Assessment Renewal Reminder 30 days prior to the participant's renewal.

Step 1: To login to OHSS, **select** the blue hyperlink "**log into OHSS**"



Risk Assessment Renewal Reminder External Inbox ×

no-reply@riskandsafety.com 10:20 AM (1 minute ago)

to

RISK & SAFETY SOLUTIONS

Dear

This is a notification that the following employee(s) are due for an Occupational Health Surveillance system (OHSS) assessment renewal. Please log in to OHSS to review and update the Risk Assessment(s) associated with your employee(s).

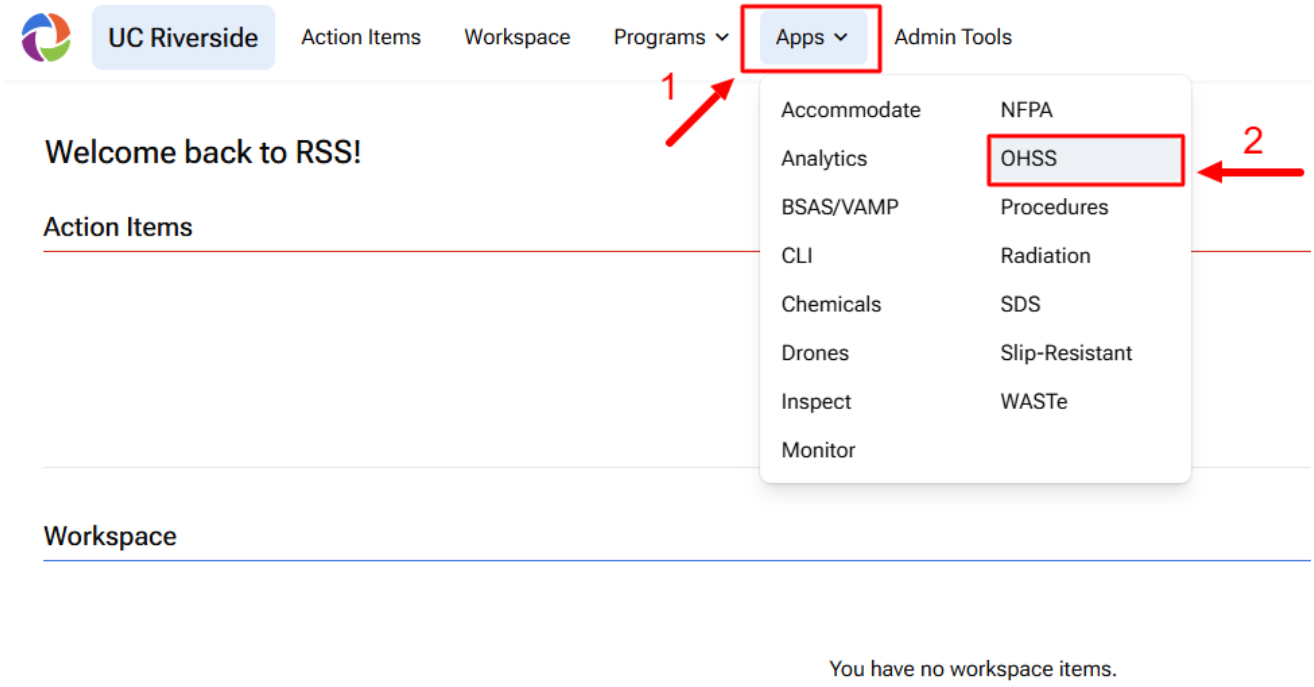
After you complete the Risk Assessment review, employees under your supervision will receive a notification to review the revised assessment and update their Health Questionnaire, as needed.

Please log into OHSS to complete the steps outlined below:

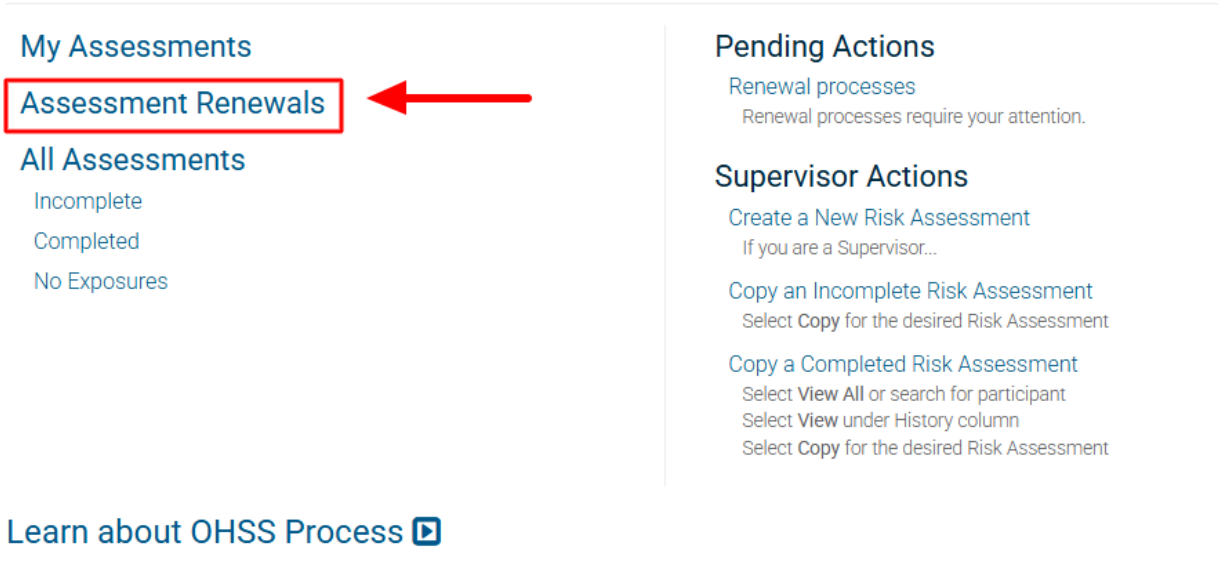
- **Select "Deactivate" if the participant no longer works in your lab group.**
- Select **Renew** to start the OHSS process renewal.
- Each assessment renewal under your supervision will need to be completed.

If you have questions, please contact the Risk & Safety Solutions Service Desk at service@RiskandSafety.com

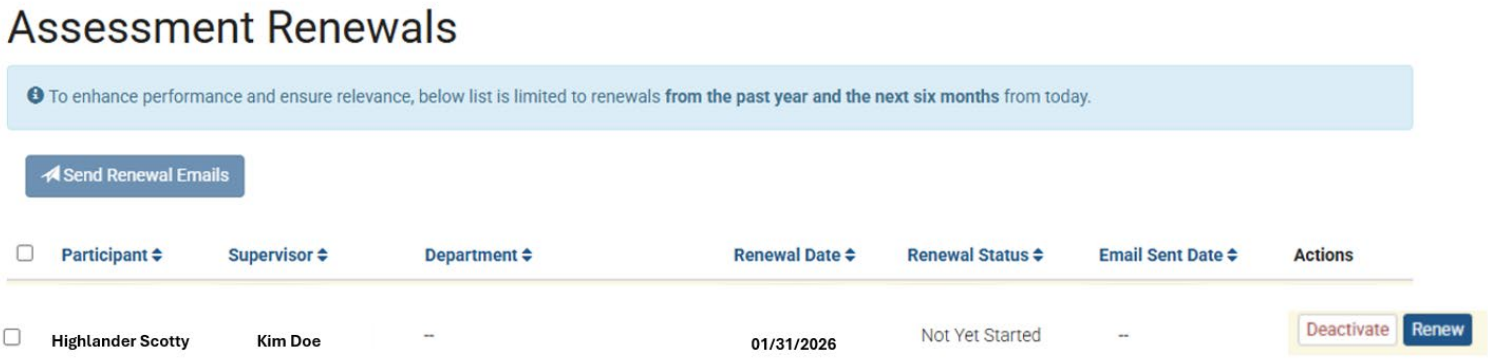
Step 2: Locate the **OHSS** application under "**Apps**"



Step 3: Select the **Assessment Renewals** button.

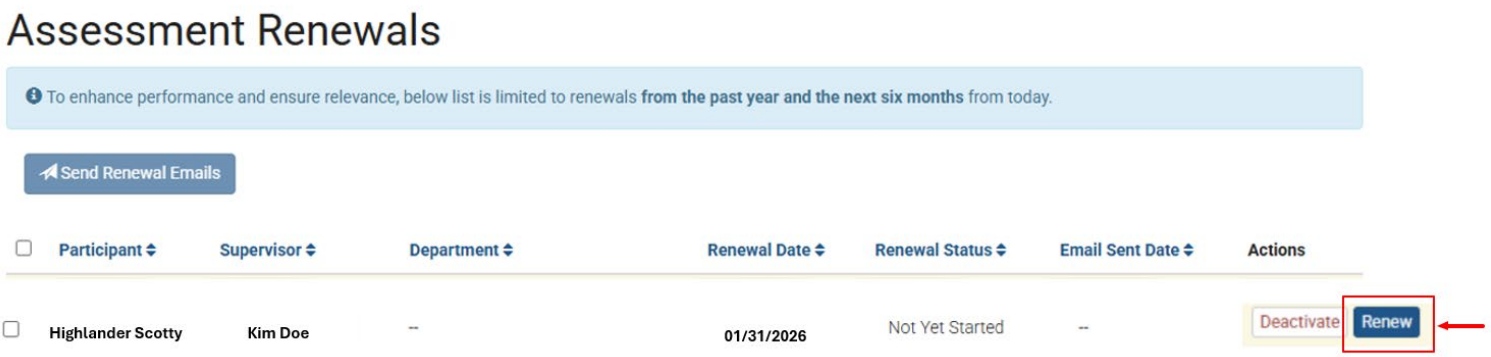


The PI/Supervisor has two options from the “Actions” column. The PI/Supervisor can Deactivate or Renew the Risk Assessment for the participant.



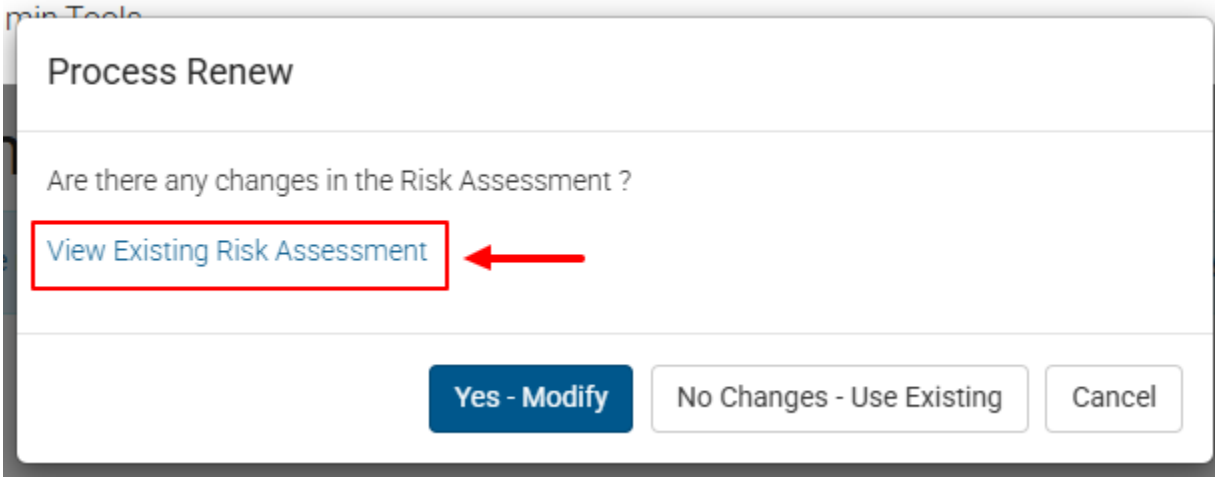
Scenario A:Renewing a Risk Assessment

Step 4: Locate the participant’s name (First Name Last Name) and **Select** the “**Renew**” button.



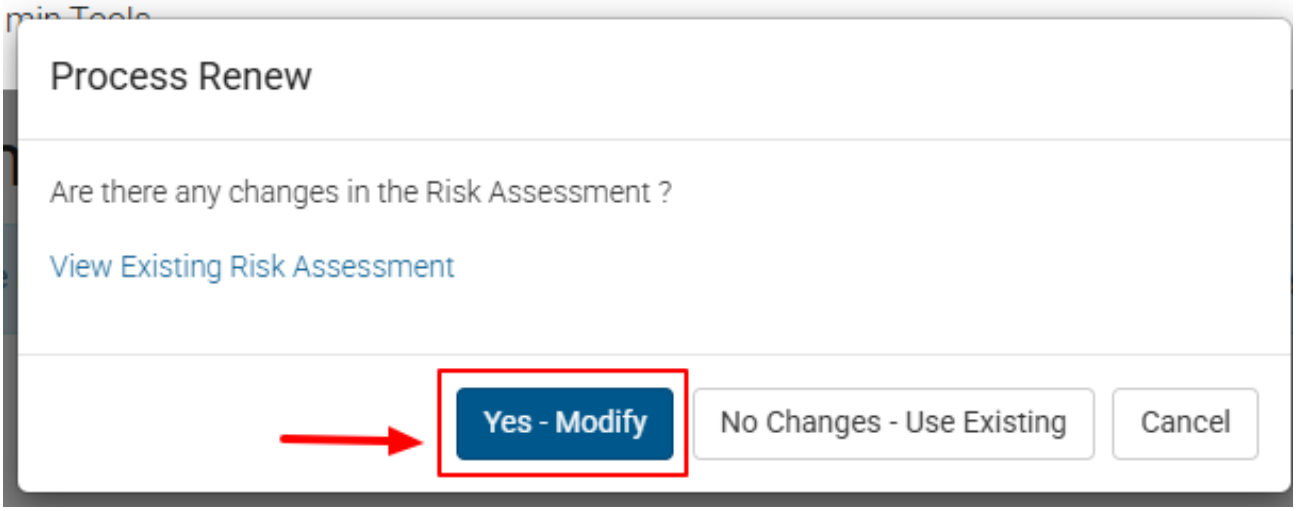
Step 5: The PI/Supervisor will be prompted with the Process Renewal. The PI/Supervisor must **select** "**View Existing Risk Assessment**" to review the existing risk assessment and select either between "**Yes- Modify**" the risk assessment or "**No Changes – Use Existing**".

*** Attention:** Risk Assessments completed **before 07/20/2025** must be revised. The OHSS application has been updated to include additional Risk Assessment questions requiring your review and completion for the **Biological Agents, Bloodborne Pathogens, and Exposure** risks sections. *Please follow the steps to "Yes-Modify" the Risk Assessment.*



Update/Changes to Risk Assessment

Step 6: If there is an update that needs to be implemented to the risk assessment, **select** the "**Yes – Modify"** button.



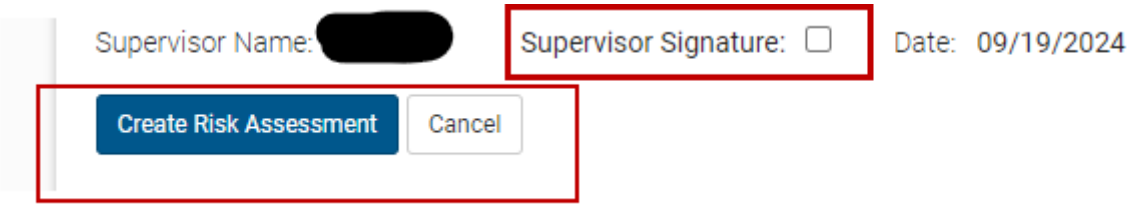
The PI will be prompted to review and make changes to the risk assessment form. All nine (9) sections will be available to make the necessary updates. Visit the section that you need to revise and update.

The sections available include:

- Participant Status
- Animal Contact
- Biological Agents
- Exposures
- Physical Agents
- Chemical Agents
- Animal Exposures
- Bloodborne Pathogens Exposure Control
- General Safety

Step 7: Edit and Finalize the Assessment:

- After you have reviewed the risk assessment and made any necessary edits
- The PI must electronically sign by selecting the "**Supervisor's Signature**" checkbox. This action confirms that the information provided is accurate.
- Click the **Create the Risk Assessment** button to complete the process.

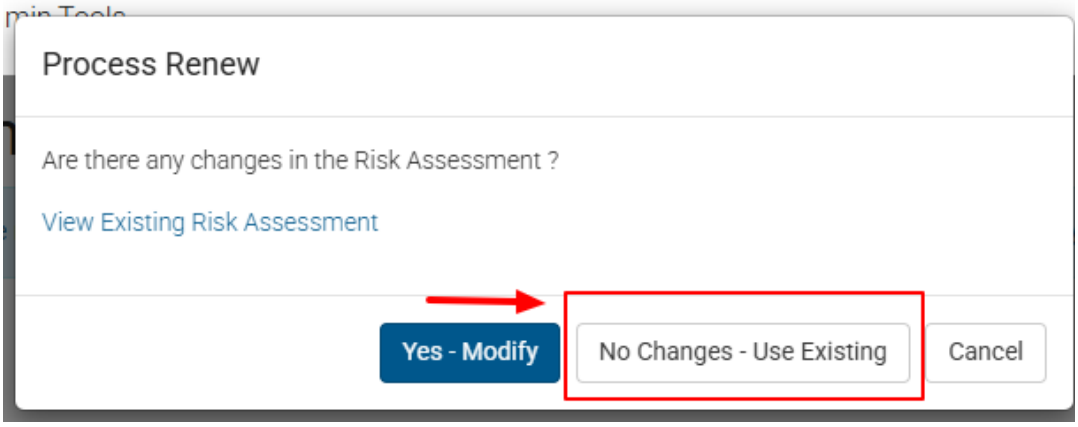


Once these steps are completed, the Principal Investigator (PI) should send a follow-up message to the participant through the OHSS system.

This begins with the workflow all over again.

No Changes to Risk Assessment

If there are no updates to the participant's risk assessment, select the "**No Changes – Use Existing**" button.



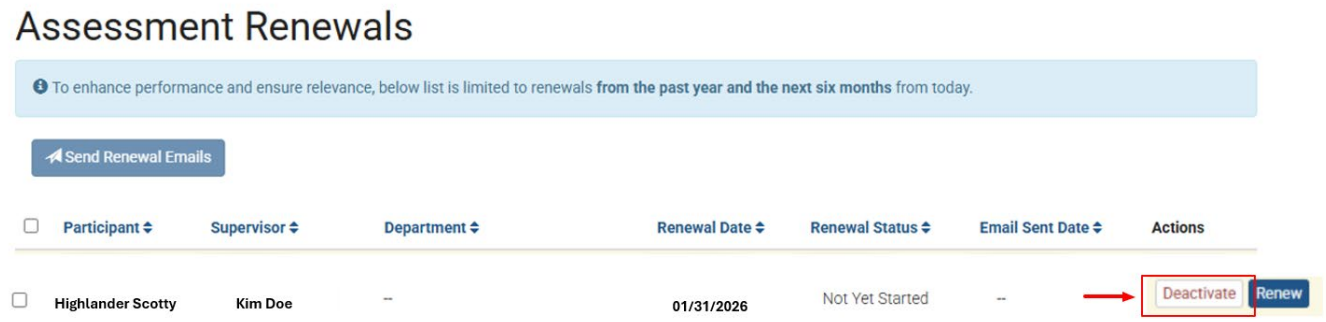
Once these steps are completed, the Principal Investigator (PI) should send a follow-up message to the participant through the OHSS system.

This begins with the workflow all over again.

Scenario B: Deactivating a Risk Assessment

If the participant has completed and/or no longer assigned work with animals their renewal shall be deactivated by the PI/Supervisor.

Step 3: Locate the participant's name (First Name Last Name) and **Select** the "**Deactivate**" button.



Step 4: Process and **Confirm** the Deactivation. **Select** the "**Yes – I'm Sure**" button.

Once you have confirmed the deactivation, the participant's record is officially deactivated because the participant no longer reports to the assigned PI/Supervisor.